



## WORK INSTRUCTIONS FOR PARTICIPANTS MPS-SAA-4/2016

**Proficiency testing (PT) samples to be analysed according your routine laboratory practice, unless otherwise stated in the instructions.**

Some parameters are available in several concentrations, therefore, **always report a number of samples in the results data form** (listed next to the name of parameter).

**The samples** are prepared on concentration levels of drinking/surface water. The samples should be stored in dark at temperature 1-5 °C. Before the determination of the samples should be at laboratory temperature.

1. **Synthetic samples – concentrates of Al, Fe+Mn** are delivered in 20 ml HDPE containers. The solution is preserved with nitric acid (app 0.3 % v/v). Before the determination of the sample should be diluted **100 times** (e.g. 1 part of sample + 99 parts of water), while in the final calculation of the concentration, the blank must be included. **Results should be reported for the diluted solution.**
2. **Synthetic samples** - mixture of elements for determination of **As, Cd, Co, Cr, Cu, Ni, Pb** and **Zn** are delivered in a 125 ml LDPE container. Solution is preserved with nitric acid (app 0.7 % v/v). **Results should be reported for the not diluted solution.**
3. **Synthetic samples** for determination of **Ag** and **Sb** are delivered in 100 ml dark glass containers. The solutions are preserved with nitric acid (app 0.7 % v/v). **Do not dilute these samples. Results should be reported for the not diluted solution.**
4. **Synthetic sample** for determination of **B** is delivered in a 125 ml LDPE container. Solution is preserved with nitric acid (app 0.03 % v/v). **Results should be reported for the not diluted solution.**

5. **Concentration ranges:**

<i>Range</i>	<i>Parameter</i>
(0,1 – 5) µg/l	Cd
(5 - 50) µg/l	Ag, As, Co, Cr, Cu, Ni, Pb, Sb
(50 - 500) µg/l	Al, B, Fe, Mn, Zn

6. **For reporting your results** use the enclosed Data Report Form. Send results to WRI to the name of the responsible person (Dr. Angelika Kassai or Dr. Jana Tkacova). State the results unambiguously (the result of one method, one device and one worker) with the required rounding.

Round results according to the following table:

<i>Concentrations</i>	0,10 – 9,99	10,0 – 99,9	100 – 999
<i>Rounding of results</i>	0,01	0,1	1

7. **The method of determination** mark clearly - indicate the code of the method according to the attached list. In case of using other method, please indicate in the table a brief description of the method.
8. For all parameters report results with expanded uncertainty *U* using proper units. These data have no impact on the evaluation your results.
9. **Deadline** for reporting results is **18<sup>th</sup> May 2016 (by mail)**. **We ask you to meet deadlines for processing samples and sending the results!** A certificate and archiving materials from the PT it is not necessary to send the original Data Report Form– scan with signature. **Always give the registration number** (93.01 for your laboratory).

Change and correction record (entry in the results) in the Data Report Form must meet the requirements specified in EN ISO/IEC 17043:2010, 5.13.2.3. Correct change and correction of record (the results) means that the original record is not bleached, but crossed out and written next to the new record. Changes must be marked with the date when the change was made and legible signature of the person who carried out the change. Otherwise these the changes will not be accepted.



## WATER RESEARCH INSTITUTE

Slovak National Water Reference Laboratory

Accredited by Slovak National Accreditation Service for testing (Reg. No. 059/S-100)

and for providing Proficiency Testing Schemes (Reg. No. 059/T-005)

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10. **Results sent late will not be included into the evaluation!!!**
  11. **Reference values** will be mailed by **15<sup>th</sup> June 2016**.
  12. **The cost** for the ordered samples will be invoiced according to the rates.
  13. **The certificate and final report** will be mailed by **20<sup>th</sup> July 2016** - only after the invoices have been paid!
  14. **In case of any problems** with this ICT do not hesitate **to contact us** by mail: angelika.kassai@vuvh.sk or jana.tkacova@vuvh.sk
  15. Update information will be provided in time on the website of WRI - [www.vuvh.sk](http://www.vuvh.sk).
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### Overview MPS-SAA-4/2016 dates:

Sending registration:	18 <sup>th</sup> March 2016
Send/ deliver the samples:	26 <sup>th</sup> April 2016
Sending results - deadline:	18 <sup>th</sup> May 2016
Reference values - send by e-mail:	15 <sup>th</sup> June 2016
Final report:	20 <sup>th</sup> July 2016